



## Student Video Artifacts and Assignments Quick Guide

### Submitting a Video Artifact

1. Access your assignment, field experience binder, or portfolio as usual.
2. Click on the **Artifact Wizard** icon on the right side of your screen
3. Select the option: **"I would like to create a new video artifact"**, then click **Continue**.
4. This will display the "Upload Video Screen." Press the **Upload** button located beside the "Select Video File" field.



*Note: Be sure your video is in meets the file format and size requirements outlined below.*

5. Provide a Title for your video artifact and wait for it to completely upload before continuing.
  - a. **Save:** You can click this at any time and return at a later time to finish the assignment.
  - b. **Submit:** This will submit your assignment for assessment.
  - c. **Cancel:** Use this to exit the assignment without saving any changes.

### Creating Video Artifact from the Artifacts tab

1. Click on **Create** under **Videos** in the side menu of the **Artifacts** tab.
2. This will display the "Upload Video Screen." Press the **Upload** button located beside the "Select Video File" field.

*Note: Be sure your video is in meets the file format and size requirements outlined below.*

3. Provide a Title for your video artifact and wait for it to completely upload before continuing.
4. "Share with"
  - a. If you would like to share your video, type in the person's name or choose the course with which you wish to share it with from the appropriate fields below the "Share with" header. Those, with whom you share your video, will be able commentate on it.
  - b. Using the 'Options' field, you can choose whether or not you wish others to see comments made by other viewers.
5. When you are finished, click **Save**.

### Sharing your Video

A video can be shared at the time of creation, if it is created in the Artifacts tab (see above). It can also be shared after it has been created and saved, or submitted to an assignment, by following these steps:

1. Access the **Artifacts** tab, and then click on **Videos** in the side menu.
2. You will see a 'Browse Videos' screen. Click on the link, Edit Options, beside the video you wish to share.
3. Click on the **Sharing** sub-tab.
4. Choosing who you wish to share with:

- a. To share with individuals, type their email addresses or names, separated by a semicolon in the 'People' field.
  - b. To share with a course, choose the checkbox beside the course to which you wish to share.
5. Comment Visibility: Using the 'Options' field, you will decide if you want to be the only one to see comments added to your video or if you wish others to see comments placed on your video.
  6. Click **Save** when you are finished.

## Guidelines for Video File Upload

- Accepted File Types:
  - .mov
  - .mp4
  - .avi
  - .mpg
  - .wmv
  - .m4v
- Videos should not be in HD.
- Video files should be 100MB or less.

*Note: Tk20 strongly recommends that all video files, regardless of size, be compressed. Most University-owned computers have video compression software (e.g. QuickTime, Window Media Player). If you have questions about video compression, please consult with your institution's IT department.*

## Troubleshooting

### Video file is not uploading

- Check that the video file is compliant with the file format and file size requirements.

### Video upload is slow

- This may be attributed to server location (e.g. remote versus on-site). The greater the distance, the longer it will take to upload the file.
- Network details (e.g. wireless, T1, remote versus on-site, etc.) may depress upload speed. Users can run a test through <http://www.speedtest.net/> to determine upload speed.

## Help Resources

### Online Tutorials:

Tk20 has step-by-step tutorials located by clicking **Help** in the upper right corner of the screen (except the login page). This will take you to a page where you may select the role that best describes you. Once you click on a role, you may view all resources available to that role by functionality.

### Tk20 Unit Administrator:

Contact information can be found on the right side of your institution's Tk20 login page.